



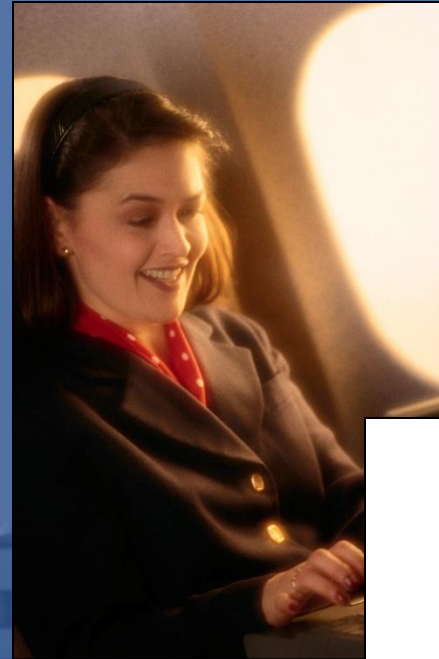
TRAVEL RULES

TRAVEL, GIFTS, CIVILIAN COMP TIME



Issues

- Travel
- Gifts
- Civilian Comp Time During Travel





TRAVEL (1 of 4)

- Coach Class – Default

Primary mode of transportation used for official travel by army officials is commercial coach-class

Per DoDI 4500.53, must be FAA approved CAT 1 carrier

<http://www.faa.gov/avr/iasa>

- First-Class – Almost Never

No matter who pays for it (even an outside source) – must obtain Sec Army's approval to travel by first-class

Per JFTR/JTR Appendix H
<http://www.defensetravel.dod.mil/site/travelreg.cfm>.



TRAVEL (2 of 4)

- Premium-Class (Less Than First-Class) – Under Very Limited Circumstances: Only if falls within 1 of 7 exceptions
 1. Regularly scheduled flights along route provide only premium route.
 2. No space available in coach, and travel so urgent that it cannot be postponed.
 3. Necessary to accommodate traveler's disability or other physical impairment (physician documentation dated no earlier than 3 months prior to travel).
 4. Sanitation and health in foreign carrier deemed inadequate the by Department of State or the Department of Health.
 5. Overall savings accrues to Gov by avoiding subsistence cost, overtime, or loss of productive time.



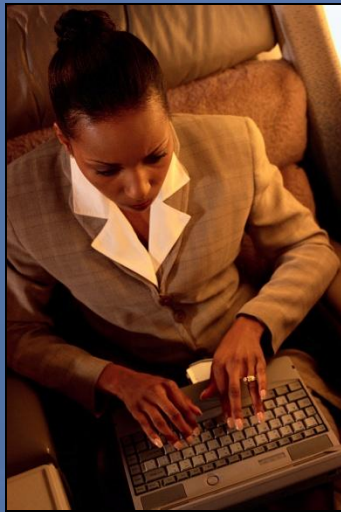
TRAVEL (3 of 4)

6. Travel costs are paid by non-federal source; or
7. OCONUS travel
 - Separated by different time zones
 - Scheduled flight in excess of 14 hours
 - Travel must conduct official business IMMEDIATELY upon arrival without rest period
 - Must justify why earlier flight was not possible
 - U.S.-EU Open Skies Agreement www.gsa.gov/openskies





TRAVEL (4 of 4)



- Promotional material (including frequent flyer miles) may be kept for personal use
- Such FFM may be used to upgrade to premium-class or first-class, so long as the Army personnel is NOT IN UNIFORM



GIFTS



- Receiving Gifts
 - From Foreign Gov
 - From Prohibited Sources
- Giving Gifts
 - Funding Sources



GIFTS

- An employee shall not solicit or accept, directly or indirectly, a gift from a prohibited source or given because of the employee's official position. 5 C.F.R. § 2635.202(a).
- **UNLESS – THERE IS A BONA FIDE EXCEPTION**





GIFTS (1 of 5)

WHAT ARE THE EXCEPTIONS

- Exception A: Non-Gift
- Exception B: Gift Exception





GIFTS (2 of 5)

Exception A: “Non-Gifts”

- Little intrinsic value intended solely for presentation (plaques)
- Coffee and donuts
- Discounts or offers made to class/group





GIFTS (3 of 5)

Meals, Refreshments, and Entertainment in Foreign Areas. Employees assigned to duty in, or on official travel to, a foreign area may accept food, refreshments, and entertainment in the course of a breakfast, luncheon, dinner, or other meeting or event provided:

- The market value does not exceed the per diem for the foreign area;
- There is participation in the meeting or event by non-US citizens or representatives of foreign governments or entities;
- Attendance at the meeting or event is part of the employee's official duties; and
- The gift of meals or entertainment is from a person other than a foreign government.



GIFTS (4 of 5)

- Exception B: “Gift-Exceptions”
 - Market value \leq \$20 and $<$ \$50 per source per calendar year
 - Permitted by statute-Foreign Gifts and Decorations,
- Foreign Gov Gifts:
 - Employees may accept a gift having retail value in the United States at the time of acceptance of \$285 or less, tendered and received as a souvenir or mark of courtesy from a foreign government.





GIFTS (5 of 5)

- Giving Gifts: Two Main Methods
 - AR 37-47: Representation Funds of the Secretary of the Army
 - Own Pocket
- Official representation funds may be used to purchase gifts and mementos that will be presented to authorized guests in connection with official courtesies
- ORF Gifts presented will \$285





Civilian Travel Time

- In limited circumstances, travel time may be considered hours of work. The rules on travel hours of work depend on whether an employee is covered by or exempt from the Fair Labor Standards Act (FLSA). For FLSA-exempt employees, the crediting of travel time as hours of work is governed under title 5 rules-in particular, 5 U.S.C. 5542(b)(2) and 5544(a)(3) and 5 CFR 550.112(g) and (j). For FLSA-covered employees, travel time is credited if it is qualifying hours of work under **either** the title 5 rules or under OPM's FLSA regulations-in particular, 5 CFR 551.401(h) and 551.422.
- Keep a log during your travel
- Submit it through the Resource Management Office